

CITY COMMISSIONERS' OFFICE



Election Board Training

2023 GENERAL ELECTION

City Commissioners

Rooms 130, 132, 134 City Hall Philadelphia, PA 19107 vote.phila.gov

County Board of Elections

Room 142 City Hall Philadelphia, PA 19107

Voter Registration Division

Riverview Place, 5th Floor 520 N. Delaware Avenue Philadelphia, PA 19123 Phone: (215) 686-1590

Prior to Election

- The Election code and voting system key will be inside the lanyard in the election materials box which will include phone, Seal card, and supplemental pages (if any)
- Election material box and ExpressPoll case must be picked up at their designated locations.
- If unsure of where and when to pickup boxes, call **215-686-VOTE** or refer to pg. **62** in the Election Guide
- All Electronic Devices MUST be turned on by
 6:45 AM election morning

Election Day

TUESDAY, NOVEMBER 7, 2023

7:00 AM - 8:00 PM

(Arrive at 6:00-6:30 AM to set up)

EXPRESSPOLL ELECTRONIC POLLBOOK

CONNECTIVITY FOR EXPRESSPOLL

- 1. Locate the Black "NIB" (Network in Box) that is attached to the ExpressVote XL Machine "A". One Division in each polling place will have a network box.
- 2. Upon arrival (AS SOON AS YOU ARRIVE) power on the NIB by pressing the silver power button on the outside of the box.
- When powered on, the area surrounding the button will light up blue. For additional information refer to page. 43 in your Election Guidebook.







Setting Up the Flip Stand

- To prepare the flip stand for use, first open the kick stand to reveal two orange brackets. Lift each bracket to free them from their white clasps (you will hear a snap).
- With both brackets locked you can easily flip the ExpressPoll over to be viewed by poll workers, then voters, then back again. For additional information refer to page 45 in your Election Guide book.

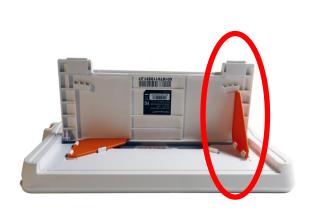


Powering Up the ExpressPoll

- Press the orange power button on the top of the ExpressPoll flip stand
- After boot-up, verify ExpressPoll is powered on by checking the screen (upper right) for a battery icon with lightning bolt.



- Ensure all power cords are plugged into the ExpressPoll and the outlet is active and ready to use.
- Keep all cords plugged in until the polls close.







Printer Setup

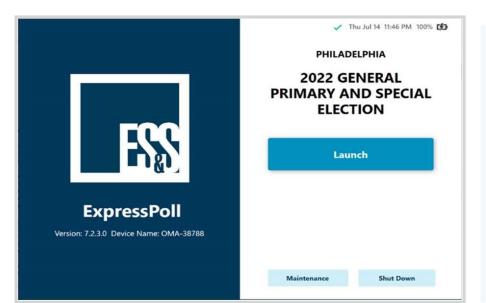




- The printer will be found inside the back gray door 'B' machine.
- Once the cables are connected, Press and hold the power button on the printer for a few seconds.
- The light will turn blue when the printer is on.
- Then, load a ballot into the printer only. For additional information refer to page 46 in the Election Guide book.

Launching the ExpressPoll

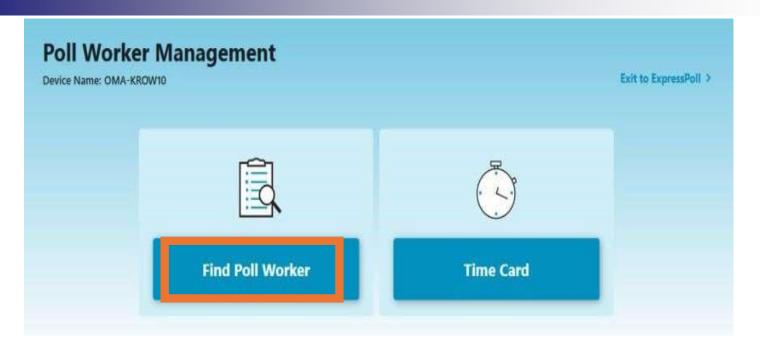
- Once the tablet is powered on touch "Launch"
- When prompted, enter the Pollbook Qualification Code ("PQC") then touch Submit. (Patiently wait until the program launches)
- The launch screen will display Ward, Division, and Polling place.
- Make sure all information is correct.
- SIGN IN AND TOUCH OPEN POLLS BY 6:45AM







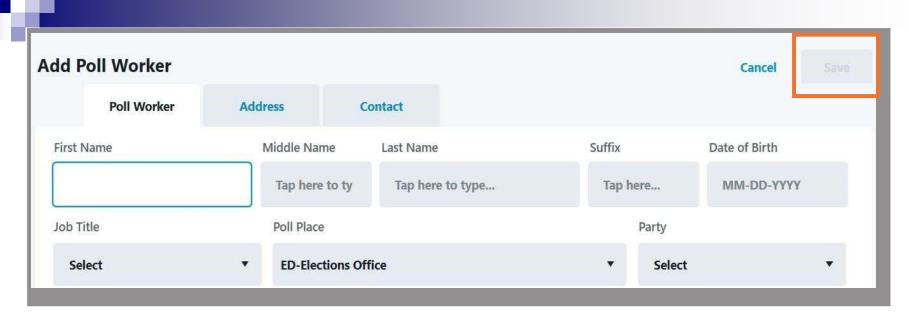
Poll worker Management Board worker Payroll



After Polls are successfully opened, and the volume of voters are manageable, you may now complete your payroll via ExpressPoll

- 1. Enter Poll worker management
- 2. Touch Options
- 3. Poll worker management
- 4. Find poll worker
- 5. Type last name
- 6. Type first name
- 7. Add poll worker





- Complete all required fields
- First Name, Last Name, DOB, Job Title
- Address, City, Zip Code, Home or Cell and email.
- Save (make sure all information is correct)

<u>Please note- (Continue to Fill out the paper payroll sheet, the paper record is the official record)</u>

Election Board and Polling Place Overview

Positions on the Election Board

- Judge of Election
- Majority Inspector
- Minority Inspector
- Clerk
- Machine Inspector
- Each person can only hold <u>ONE</u> position except Bilingual Interpreters who are appointed and certified by the City Commissioners for certain divisions. <u>Bilingual Interpreters are only allowed to work two positions in the same division, or as an interpreter for two divisions.</u> <u>Please be advised if you are not a Bilingual Interpreter and sign the payroll sheet in the Bilingual position your name will be removed from the payroll sheet.</u> Please note that adding your name to additional positions will <u>NOT</u> result in any additional pay; for additional information regarding positions on the Election Board refer to pages. 6-9 in the Election Guide book.



Arrival and Administering the Oaths of Office

- Arrive at 6:00-6:30 AM
- **TURN ON** the cell phone provided with the election materials
- If your polling location is not open, call215-686-1523
- Open <u>ALL</u> voting machines provided
- Please remember to break and record all green and yellow seals
- Administer the Oaths of Office
 - Place one copy in #2 Envelope
 - Place one copy in #4 Envelope

WARD	One copy to be placed in envelope #2
DIVISION	One copy to be placed in envelope #4
	OATH OF JUDGE
consent to the admission of any person to vote, excer primary) according to the provisions of the Constituti event any fraud, deceit or abuse in carry on the same	do seem (or affirm), that I will as JUDGE, duly after a the ensuing considerable or the inspectors intrinsic curry on the same, that will neglect pit such as firmly better to be neglected and entitled by the six but describe on and leare of the Commonwealth, are that I will use my best endources. I and will not interest that we prefer them of the six described and that if it is not a fact an ore prefer than of the six described (or premary) and that it is not to be best of the property of the six of the six of the are that the six of the are the six of the are the six of the are the six of the are the six of the are the six of the
rom (or affirmed) and subscribed fore me	
(Signature of Minority Inspector)	(Signature of Judge)
	OATH OF INSPECTORS
aforesaid. That I will make a true and perfect return thfully perform my duties therein to the best of my jud	ofuse to permit any person to vote whem I shall believe to be entitled to vote of the sald election or primary, and that I will in all things truly impartially and igment and ability, and that I am not directly or indirectly interested in any bet
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Filling Vacancies on Election Day

- If someone is missing/NO show by 7:00 AM:
 - Judge of Election MUST appoint Majority Inspector
 - Majority Inspector MUST appoint a Judge of Election
 - Minority Inspector MUST appoint Clerk
- If you are unable to fill any of these positions, they can be filled via **Curbside Election**
- Elected or Court Appointed Election Board
 Officials must be seated if they arrive before 7:00
 AM
- For more information, refer to page 9 in the Election Guidebook.

Rights of Voters

- An Elector shall have the right to vote
 - Without use of threat, force, violence or restraint
 - Without intimidation upon or against his or her person
 - Without any other action intended to deny any individual's right to vote

Electioneering

- The following is prohibited within 10 feet of the Polling Place entrance (where the voting machines are located):
 - Handing out campaign literature
 - Promoting a candidate
 - Discussing candidates or political parties in front of a voter



Machine Technicians

- Periodically throughout Election Day machine technicians employed by the City, directly or through a contractor, will visit polling places to perform courtesy checks on the ExpressVote XLs.
 - Check for an employee badge/ID card



- They represent a candidate or political party to watch polling place activities
- They must have a certificate from the City Commissioners' Office
 - Certificates are good for anywhere in the City
- Only one Poll Watcher per party or candidate at a time may be present in the polling place during voting hours (6:30 AM - Close of Polls)
- If no voters are present:
 - They can request the number of voters who have voted
 - They can ask for and receive the machine counts
 - They can take pictures inside the Polling Place
- Poll Watchers <u>CANNOT</u> go behind the voting machines
- Poll Watchers <u>CANNOT</u> take pictures of voters in the act of voting
- For additional information, refer to pages. 35-36 in the Election Guide book.



Opening the Polls

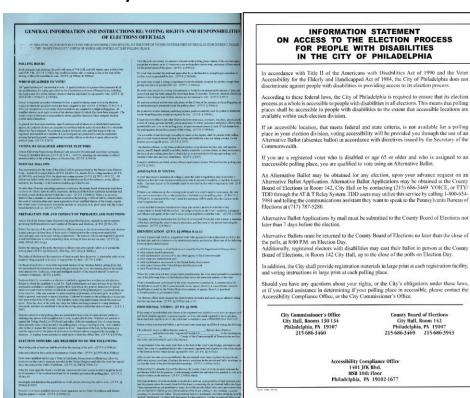
The polling place MUST be open at 7:00 AM



All Posters MUST be Hung up in ALL 3 **LANGUAGES** both Outside and Inside Unless **Noted Otherwise!**

Posters can be found in the extra large envelope with red letters "ATTENTION: Judge of Election" and/or the Election Box

- 2 Blue Posters (Inside Only)
- Voting Laws and Penalties
- How to vote and how elections are run
- **4** White Posters
- People with Disabilities



INFORMATION STATEMENT

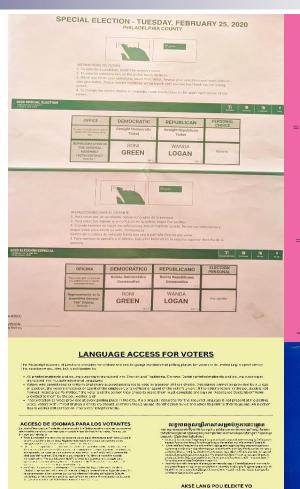
County Board of Elections

City Hall, Room 142 Philadelphia, PA 19107

1401 JFK Blvd. MSR 10th Floor

Posters

- Large Pink Posters
 - Sample Ballots
 - English, Spanish, & Chinese
- 2 Pink Posters
- 2 Yellow Posters
 - English as a Second Language
- 2 Blue Accessibility **Posters**
 - Only necessary divisions (Not all)



NOTICE OF VOTERS' RIGHTS PHILADELPHIA COUNTY BOARD OF ELECTIONS

- AN ELECTOR SHALL HAVE THE RIGHT TO CAST HIS OR HER VOTE WITHOUT THE USE OR THREAT OF FORCE, VIOLENCE OR RESTRAINT
- · WITHOUT THE INFLICTION OR THREAT OF INFLICTION OF INJURY;
- WITHOUT ANY INTIMIDATION OR COERCION UPON OR AGAINST HIS OR HER PERSON: OR
- · WITHOUT ANY OTHER ACTION INTENDED TO DENY ANY INDIVIDUAL'S

AVISO DE LOS DERECHOS DE LOS VOTANTES

JUNTA ELECTORAL DEL CONDADO DE PHILADELPHIA

UN ELECTOR DEBE TENER EL DERECHO A EMITIR SU VOTO

- · SIN EL USO O AMENAZA DE FUERZA, VIOLENCIA O RETENCIÓN
- · SIN INFLIGIR O AEMENAZA DE INFLIGIR UNA LESIÓN
- SIN CUALQUIER INTIMIDACIÓN O COERCIÓN EN CONTRA DE SU
- SIN OTRA ACCIÓN INTENCIONADA A NEGAR A CUALQUIER INDIVIDUO EL DERECHO A VOTAR.

費城縣選舉委員會

媽民應有個人投票權

- 不受武力、暴力或制約的威商;
- 不受傷害或威脅施加傷害

WARD: 63 / 58

- 不受任何恐嚇或為迫;或

DIVISION: 21/09, 13



ALL VOTERS USE ACCESSIBLE ENTRANCE **LOCATED AT:**

USE MAIN Doors Facing the

Drive WAY Off of Welsh Rd.

Philadelphia City Commissioners

215-686-1523

ACESSO AO IDIOMA PARA ELEITORES

Language Interpretation Guide on Election Day

- This guide is available for individuals who require language interpretation services other than those offered at their polling place
- •Have an Election Board Official contact a language interpreter using the hotline provided on the guide
- This guide MUST be posted on the table for public viewing

LANGUAGE ACCESS FOR VOTERS

The Philadelphia Board of Elections provides for written and oral language assistance at polling places for voters with limited English proficiency This assistance includes, but is not limited to:

- All printed materials and polling place signs translated into Spanish and Traditional Chinese. Certain printed materials and polling place signs translated into multiple additional languages.
- Voters who cannot read or write in English are allowed assistance to vote by a person of their choice. (Assistance cannot be provided by a Judge of Election, the voter's employer or agent of the employer, or an officer or agent of the voter's unional if the voter's cannot in the poll book of marked "Assistance Permitted," the voter and the person they chose to assist them must complete and sign an "Assistance Declaration" form provided to them by the poll wayfer and
- Interpretation services provided at every polling place in the City, If a bilingual interpreter for the required language is not present at the polling
 place, voters with limited English proficiency should be shown the Language Identification Guide and asked to point to their language. An Election
 Board worker will contact an interpreter telephonically.

ACCESO DE IDIOMAS PARA LOS VOTANTES

La Junta Electoral de Filadelfia ofrece ayuda lingüística escrita y oral en los colegio electorales para los votantes con conocimientos limitados de inglés. Esta ayuda los lunas por elemento.

- Todo el material impreso y los carteles de los colegios electorales están traducidos al
- colegios erectivates estan traducious envarios idicimas.

 Los electores que no tablem liero e oscribir en inglés pueden recibir ayuda para votar de una persona de su elección. Ila ayuda no puede ser prestada por un juez electoral, el empleador del votante o un agente del empleador, o un funcionario o agente del sindicato del votante). Si el registro del votante en el libro de votación no está marcado como "Adeletina permisida", y lustante y la persona que elitió para
- que les proporcions el trabajador electorat; y

 Sa ofrecerán servicios de interpretación en todos los lugares de votación de la
 Ciudad. Si no hay un interpreta billingüa de la lengue necesaria en el lugar de votació
 se debe mostrar a los votantes con conocimientos limitados de inglés la Guía de
 Identificación de I diomas y pedifires que senten es ul dioma. Un trabajador de la Junt

針對選民的語言幫助

為城選學委員會在投票站為英語能力有限的選民提供書面和口頭語言幫助。此語 會幫助和新用本開於以下支票。

- 高所的股份局位了限点、从下7日。
 所有问题对关和股票价值链接供西班牙结和家體中文學學, 至今的期材料和投票价值链接 其他網體際課。
- 推出用地推加到联系直接的通过、可能用的指人来能划及地。 经实现银份的人不能定量等的 意,推信的最上就具代理人,或据在工程的宣复是某几代之人。 刘宗·提供名册中的通民的排来 相明 「全許級助」。即該選長及其所運的協助人必須填單益簽署投票站工作人員提供的「協助 類別」。此外。
- 曼城的所有投票站均提供山鄉股務。如果投票站暂時沒有所常語言的發稿口鄉典,別投票站工作人員账向英籍选力有限的選民記示語言解別指面,並精選民准明他的語言。選舉委員會工作人員辦選近班辦發權關口部員。

ПРЕОДОЛЕНИЕ ЯЗЫКОВОГО БАРЬЕРА ДЛЯ ИЗБИРАТЕЛЕЙ

поддержку избирателям, владеющим английским в ограниченной тепени. Это выражается, помимо прочего, в следующем:

— Все педатые разгоралы и укратовы за избирательных укратов педерены и

- Все початные материалы и укалатели на избирательных участкох переведены на испанский и традиционный жилайский. Некоторые початывые материалы и указатели на избирательных участках переведены на дополнительные языки.
- выбрать любого человена для памосовой поддержил в ходе голоссвание. Исполечения исполат репельсать менезы койрыгатымной комисский, работодате или представителей работодателей законрателе, а также полицейские и представителей объединенный изберателей, биз усмонателе и постое четсения и представителенной объединенный изберателей, биз ответил и може постоем образователенный изберателей и постоем венезьными от позаделиями берателе работателения, изберателе венезывающим от позаделиями берателе работателения, в подателения венезывающим от позаделиями берателе работателения венезывающим ответственный ответителения венезывающим ответи
- избирательного участка.

 На каждом избирательном участке города можно воспользоваться услугами гареводчика. Если на кобирательном участке не окажется переводчика на нужнизак, кобирателью, владеющему английском и отраниченной степени, покакут визуканное руководство по определению выяка, чтобы от учавал на свой язык.

DỊCH VỤ HỖ TRỢ NGÔN NGỮ CHO CỬ TRI Hội Đồng Bầu Cử Philadelphia cung cấp dịch vụ hỗ trợ ngôn ngữ viết và nơ

Hội Đông Bâu Cứ Philadelphia cung cáp dịch vụ hô trợ ngôn ngữ việt và r tại phòng bộ phiếu cho những cử trí có trình độ tiếng Anh hạn chế. Dịch v này bao gồm nhưng không giới hạn ở:

- Tất cả tài liệu in và bảng hiệu tại phòng bỏ phiếu đều được dịch sang tiếng Tây Ban Nha và tiếng Irung (Phôn I hế). Một số tài liêu in và báng hiệu tại phòng bỏ phiều đư dịch sang nhiều ngôn ngữ khác;
- công đoàn của có trú. Nhệu Thông tin dua có tri trong danh sách có trí không đượn dánh dầu Li Yugo Phep Nhại Hỗ Thợt, có trí kho gián (tọ hoại điệ hã trợ phá tiết thông sin và kỳ vào don "Tuyện Bồ Hỗ Trợ " do trì kho quối (tọ choại điệ hã trợ phá tiết thông sin và kỳ vào don "Tuyện Bồ Hỗ Trợ do nhàn viện phong phiều cung Cápy. Dich vụ phiên din được cung pác tại mỗi phong bộ phiệu trong Thành Hồ. Nhụ dich viện song rợi cho ngôn ngữ duọ; vào ki không do mặt sá phòng bổ phiếu, tro có vình đỏ điệng Anh lian chế của; ven thong Đồ Thiệu Điệu Thành Mgữ và ch

លទ្ធភាពចូលប្រើភាសាសម្រាប់អ្នកបោះឆ្នោត

គណៈកម្មការបោះឆ្នោតនៃទីក្រុង Philadelphia ផ្តល់ជំនួយភាសាជាលាយលក្ខណ៍អក្សរ និង ថ្នារ អាត់នៅភាមមណ្ឌលពោះឆ្នោតសម្រាប់អ្នកបោះឆ្នោតដែលទេះភាសាអង់គ្លេសបន្តិចបន្តួច។ ជំនួយនេ បញ្ចូលទាំង ប៉ុនែមិនកំណត់ដើមចំពោះ៖

- បញ្ចូលនាំង ប៉ុន្តែមិនកំណត់ត្រឹមចំពោះ៖ • រាល់សម្រាជបាយានបោះថ្ម និងស្វាកសញ្ញានៃមណ្ឌលបោះឆ្នោតដែលបានបកប្រជាកសពអក្សាថ្នា និងចិនបុរស។ សក្រាមួយចំនួនដែលបានបោះថ្ម និងស្វាកសញ្ញានៃមណ្ឌលបោះឆ្នោតដែលបានបកប្រជាកសហន្តែមជាច្រើន • "អ្នកលោះផ្ទាត់ដែលបិនលេះខាន ឬសេសជាកាលអាន់ពួកបន្រូវបានអនុញ្ញាតឱ្យរួលជំនួយក្នុងការលោះធ្នាក់ដោយ
- សេខបកប្រែផ្ទាល់មានដែលបានផ្តល់នៅក្រប់មណ្ឌលបោះឆ្នោតនៅក្នុងក្រុង។ បើអ្នកទកប្រែនិវភាសាដែលខាមទាមើ មានវត្តមានទៅមណ្ឌលបោះច្នេកខេ អ្នកនោះឆ្នោតដែលនេះភាសាមនិក្សេតបន្តិចបន្តួនក្នុងកិត្តក្នាបានបង្ហាញខ្លួតសៀវរំ សេនាម៉ាពិការកំពាំការការការបើបានបើប្រជាធិបតី បើការការបស់ពួកនោះ បុគ្គលិកគណៈកម្មភាពរៀបទំការបោះឆ្នោតនឹង ជាក់នងអ្នកបកប្រែផ្កាល់គាត់ការទទួរសព្ទ។

AKSÈ LANG POU ELEKTÈ YO

Konsèy Eleksyon Filadelfi (Philadelphia Board of Elections) a founi asistans lang ekr ak paln nan biwo vôt yo pou elektô ki gen limitasyon nan lang anglê. Asistans sa gen ladan man El na libate.

- The transport of the material is exprise epil siy nan blev ovit it trader in a larg payvol at chrime. Laddipsyolik, feet matery it is exprise epil siy nan hiv ovit it travels nan bligis to talk ya pemet votan is pa si it owa eliri an Angil ye jineon asistana posi vote nan menye mouse lay or Chevatz. Mouse it si as bas ya statana si a u ji flestoyn an a phawya voten an cova ajen anpleveya a, yon dirijan cova ajen senditis elektro a ji si fich elaktra nan liv vit is na vedi "Yo. Pemet A statem", elektra si pemen ve ne chrosol si cur afe it is deve
- ranpiù e siyen förnile" Dektarasyon Asistans" ke anptaye elektor al la founi; epi Sevis entepretasyon ki founi nan chak biwo vot nan vil la. Si yon entepret bileng po lang yo bezwen an pa prezan nan biwo vot la, yo ta dwe montre Gid Idantifikasyon Lang nan a elektik ki gen limitasyon nan lang Anglè yo epi mande yo pou endike lang

ACESSO AO IDIOMA PARA ELEITORES

O Conselho Eleitoral da Filadélfia oferece assistência de linguagem oral e escrita nos locais de votação para eleitores com proficiência limitada em inglês. Esta assistência inclusi mas não se limita o:

- selstência inclui mas não se limita a: • Todos os materiais impressos e cartazes nos locais de votação traduzidos em espanhol e chinês. Alguns materiais impressos e cartazes nos locais de votação
- traducidos em vários i diomas adicionais;

 No caso de interne que não abem ler ou escraver em inglês, é permitida a assistência ao vete por uma pessoa de sua escolha própria. La assistência não vete por uma puessoa de sua escolha própria. La assistência não pode ser formecida por um a suiz elabora, palos empregador ou um agente do empregador um oficial ou agente do sindicato de eletrores.) Se o registro do eletror no livor deletoran forma destror assistencia por existencia de permidida" o eletror e a pessoa de reletoran floa o estiver marcado como "ássistência Permidida" o eletror e a pessoa de su
- sad ecoura para assistrato evere precinter e assistrat on tremulario de Declaraço.

 de Assistância" fornecido pelo funcionário do local de eleição, e

 Serviços de interpretação fornecidos em cada local de votação na cidade. Se
 Interprete bitingue para o idioma solicitado não estiver presente no local de vota
 os eleitores com proficiência limitada em inglês devem receber o Guir

إمكانية وصول الناخبين إلى اللغة

- تر ميلس فيلادتفيا للانتخابات مساعدة لعوية مكنوبة وشقوية في أماكن الاثنياع للناخيين ذوي الكفاءة محدودة في اللغة الإنجليزية، تشمل هذه المساعدة على سبيل المثال لا الحصر ما يني
- قرار المساعدة، الذي قدمة لهم عناص الانتزاع في أماكن الاقتراع في المدينة، إذا لم يكن المترجم الفوري مثل القمة الفقة المطارية موبوطاً في مكان الاقتراع، فيهد ، أن إمرض ملى النامين ذوي الكفاية المحدودة اللغة الانتجارية ذايل تحديد التفو يوطلب سفهم الإشارة إلى لعنهم، سيتصل أحد العاملين في مجلس التأثيات المتحدود على الدائلة

(Rev. 19/22) County (Board of Elections votes pills, year

Opening Polls & Search for Voter Screen

- From the Monitor Poll Screen on the ExpressPoll, touch
 Open Poll
- Once the poll is open, information related to the number of voters checked in will display on the main screen.
- When you first open polls, this screen will show that no voters have checked into your division.
- For additional information refer to pg. 48 in the Election Guide book.

 Obsued | O Reissued | O Checked In Section 10-15 CONCERNED BLACK MEN O I SOURCE | O CHECKED IN SOURCE |

ExpressVote

Voters

Not in Roster

Early Voting

Registered Voters

Open Poll

Monitor Poll

OMA-40157

Poll Time 7:00 AM

Open Time

View Reports A

10-15 CONCERNED BLACK MEN 7200 N 21ST ST PHILADELPHIA, PA 19138

8:00 PM

Close Time

Electronic PollBook Status

Check your printer status (green)



- Check your Peer to Peer to make sure you're Connected 🕟
- Check the NIB to make sure power is on and Wi-Fi connected



Searching for Voters

- Tap a search field and use the keyboard to enter the voter's Last Name, First Name, Date of Birth or a combination of these items.
- Possible voters will appear interactively as letters are typed into the search field.

- Tap Search for Voter
- Start with the first 3 letters of the last name
- Then type the first 3 letters of the first name



Issuing an Express Vote XL Ballot

- To complete issuing an ExpressVote XL ballot, verify the voter status and select ExpressVote XL Ballot.
- PLEASE READ the Comment section which will provide instructions on how to proceed based on the voter status
- Board Worker touches green circular arrow icon and flips ExpressPoll towards voter
- Voter signs tablet and touches Done Signing
- Board Worker flips tablet back and verifies signature. If signature matches, Board Worker initials box, then touches Accept
- (Primary Election only) Select Voter's Party, then touch Next.

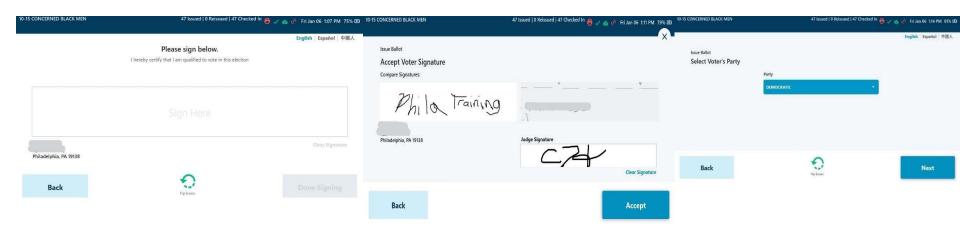
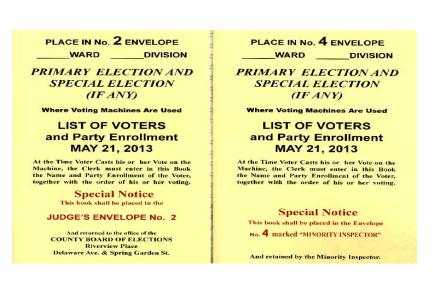


Table Setup

- ExpressPoll Electronic Pollbook
- Printer
- Supplemental Sheets (If any)
- 2 Yellow Books





Friday, November 02, 2012

DESCRIPTION OF REPORT OF PERSONS

THE RESIDENCE OF THE RE

Page 55 of 139

102847708-51

103793455-51

014386082-51

021839418-51

BEV - CUN

LACQUA, DANIEL VINCILIUS 09/12/197

VABSENTEE

ID REQUIRED

CHERRY, KAKAJIAN K OZ/15/1985

NV ABSENTEE

ID REQUIRED

IDECUIRED

CONTRIVE COMMETTER DIVORATES

Precinct: PHILA WD 02 DIV 14

ID REQUIRED TOURS

E661/60/II NOWY *CAGE

Supplemental Poll Book

Gram Boyd de

June Brown

voter # 440 Insp.

X Comelia Com

200 CHRISTIAN ST 32

01 S ORIANNA ST

923 S 04TH ST

PHILADELPHIA, PA 19147 09/12/1975 0214-1

980 S 03RD ST PHILADELPHIA, PA 19147 11/09/1993 0214-1

PHILADELPHIA, PA 19147 07/09/1991 0214-1

PHILADELPHIA, PA 19147 07/15/1982 0214-1

PHILADELPHIA, PA 19147 06/09/1989 0214-1

PHILADELPHIA, PA 19147 01/09/1937 0214-1

Precinct : PHILA WD 02 DIV 14

Voter ID

- Voters should not be asked to show <u>ID</u> unless they are a first-time voter in the division
- First time voters in the division will be required to show either photo, or non-photo identification as indicated in the Voter Details
 Status on the ExpressPoll Electronic Pollbook
- **Ex:** Valid Driver's License, current utility bill
- For additional information on acceptable forms of ID, refer to page. 20 in the Election Guide book.

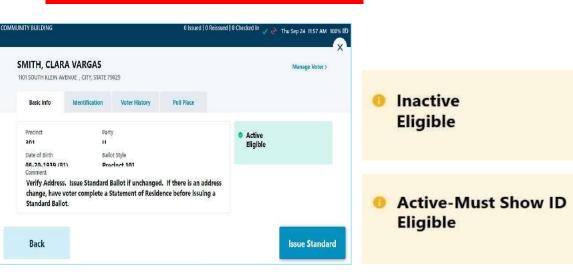
Voter Details & Status

Voter results will appear using a red, yellow, green colorcoding system.

- Green Voter may vote a standard ballot.
- **Yellow** Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.
- **Red** Voter cannot vote on the voting machine due to exceptions with their voter record.

A Active

ABS/Mail In Returned



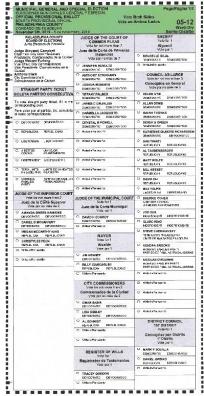
Provisional Voting

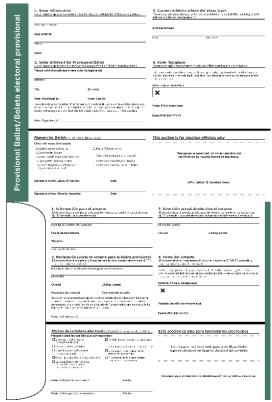
Use a Provisional Ballot when:

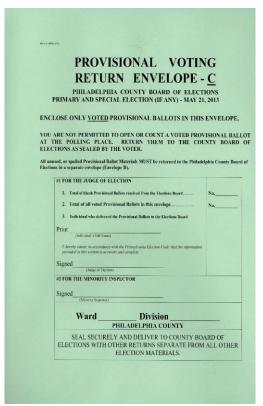
- Voter is not in the ExpressPoll or Supplemental Pages
- Voter does not have valid ID where ID is required
- Voter claims Political Party listed in Poll Book is incorrect (Primary Elections only)
- Voter has applied for a Mail-in or Absentee Ballot
- On rare occasions:
 - A person with a court order
 - Court ordered extension of polls closing time
 - Voter spoiled 3 ballots on the ExpressVote XL
- Voter does <u>NOT</u> sign on ExpressPoll
- See pages 19-23 for additional information in your Election Guide.
- Voters may request a Provisional Ballot in English/Chinese or English/Spanish NEW

Provisional Voting

Remember: Any voter has the right to request a Provisional Ballot for any reason!







Spoiling a Ballot

- When a voter wishes to cancel the voting session.
- Enter the election code on the voting system
- Confirm the reason for ending the voting session
- The paper ballot will eject, hand the paper ballot to the voter without looking at their selections and walk the voter back to the table
- Provide the voter with a black marker and "Spoiled Ballot" sticker (which are included in the election materials box)
- Instruct the voter to black out the barcodes and their selections then place the "Spoiled Ballot" sticker over the barcodes.
- In the electronic poll book, search for the voter. Verify the voter and select Reissue Standard Ballot. Next, select the Reissue Reason, then touch Next. Have the voter sign the tablet. Once their signature is captured, touch Done Signing. Verify the voter signature and then touch Accept. Touch Complete Check-In to finish checking the voter in.
- In the #2 and #4 books write S1, S2 or S3 next to the voter's name.
- All Spoiled ballots should be folded and placed into the spoiled ballot plastic bag and, at the end of the night, placed in the "Hopper Bag"
- For more information on spoiling a ballot refer to page 50 in the Election Guidebook.

Machine Down Provisional Voting

- Used when **50%** or more of voting machines are not working and there are voters waiting to use the election machines.
- After voter has cast a Machine Down Provisional ballot, place a "Machine Down" sticker in Section 2 of the Provisional Affidavit Envelope "B".

| MACHINE |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| DOWN |
| MACHINE |
| DOWN |
| MACHINE |
| DOWN |
| MACHINE |
| DOWN |
| MACHINE |
| DOWN |
| MACHINE |
| DOWN |

STICKERS PROVIDED

1. Voter Informatio	ction in front of election officials BEFORE receiving ballot.)	 Current Address where the Voter Lives Noter must complete this section in front of election officials BEFORE received divises is different than section 2.)
Print Voter Name		Address (street)
Date of Birth		Address (street)
Date of Birth		City Zip code
Phone		
Email		
	or Provisional Ballot	4. Voter Signature
Please print the address v		(Voter must sign in front of election official AFTER receiving and voting ballo
		I declare, under penalty of law, that I am a properly registered voter in the district indicated in my affiday t, and that I am eligible to vote in this elec-
Address		election district.
		Voter, sign or mark here
City	Zip code	×
Voter Municipality	Vater County	
at the time that I registered I	in that my name and date of birth are as I have listed above, and resided at the address I have provided above, in the Common-that this is the only ballot that I have cast in this election.	Voter, Print name here
		Date (MM/DD/YYYY)
Voter Signature X		
Reason for Ballot :	or election officials only!	This section is for election officials only
Check all boxes that appl	y:	r
	□ Part = Country	

Court order (voting hours)

Mail-in & Absentee Voting

- Post Mail-in & Absentee Voters Lists
 - Lists Delivered by Police Officer
 - All challenges to Mail-in or Absentee Ballots must be made to the Philadelphia Board of Elections in City Hall, Room 142.
- All voters who apply for a Mail-in or Absentee Ballot are prohibited by the Election Code from voting on the ExpressVote XLs.
- However, if the voter surrenders their voided ballot and declaration envelope, and sign an affirmation that they haven't already voted, then the voter may vote on the ExpressVoteXL. (Act 12) This will be indicated in the ExpressPoll and the Mailin and Absentee Voters Lists. They may instead request a provisional ballot.

Voter Assistance

- If a voter requires assistance operating the ExpressVote XL or assistance with a language other than English:
 - Complete an Assistance Declaration
 - Anyone but the Judge of Election,
 Employer, or Union Representative may assist a voter
- DO NOT offer assistance without being asked
 - No voter assistance is permitted unless the voter requests assistance. It is the voter's choice who assists them.
- Record of Assisted Voters
 - Place completed forms in #2 Envelope

Vator's Name	Voter's Date of Birth:
voter's Name:	voter's Date of Birth:
Voter's Address:	BY REASON OF
Reason for Assistance:	, I AM UNABLE TO VOTE WITHOUT
Person providing assistance Name:	
Address:	
Signature / Mark of Voter:	Date :
Signature of Witness:	
Signature of Judge of Elections:	
*********	**********
AYUDA	DECLARACIÓN Gecsidad da Ayuda para Votar
AYUDA Declaracion de la N	DECLARACIÓN
AYUDA Declaracion de la N Nombre de Votante:	DECLARACIÓN (cecsidad da Ayuda para Votar Fecha Nacmento:
AYUDA Declaracion de la N Nombre de Votante: Dirección de Votante:	DECLARACIÓN (cecsidad da Ayuda para Votar Fecha Nacmento:
AYUDA Declaracion de la N Nombre de Votante: Dirección de Votante: Razón por la cual necesita ayuda: FOTAR SIN LA AYUDA DE:	DECLARACIÓN recesidad da Ayuda para Votar Fecha Nacmento: POR LA RAZÓN DE QUE:
AYUDA Declaracion de la N Nombre de Votante: Dirección de Votante: Razón por la cual necesita ayuda: VOTAR SIN LA AYUDA DE: Nombre de la persona dando ayuda:	DECLARACIÓN recesidad da Ayuda para Votar Fecha Nacmento: PÓR LA RAZÓN DE QUE: YO NO PUEDO
AYUDA Declaracion de la N Declaracion de la N Nombre de Votante: Dirección de Votante: Razón por la cual necesita ayuda: VOTAR SIN LA AYUDA DE: Nombre de la persona dando ayuda: Dirección de la persona dando ayuda:	DECLARACIÓN fecesidad da Ayuda para Votar Fecha Naemento: POR LA RAZÓN DE QUE: YO NO PUEDO
AYUDA Declaracion de la N Declaracion de la N Nombre de Votante: Dirección de Votante: VOTAR SIN LA AYUDA DE: Nombre de la persona dando ayuda: Dirección de la persona dando ayuda:	DECLARACIÓN recesidad da Ayuda para Votar Fecha Nacmento: POR LA RAZÓN DE QUE YO NO PUEDO

For more information read page 31 in the election guidebook

Affirmation of Elector

- If a registered elector has an Inactive voter status, or has moved, the voter should inform polling place officials of the address change by completing **Sections A and C** of an Affirmation of Elector form.
- If the voter has moved out of Philadelphia County, their voting record will be cancelled here. Inform them that they are responsible to register to vote in their new county of residence for future elections.

	FFIRMATION C Elphia county b				
Please complete Part A or B of this on election official. Please PRINI				rt C of this form hefore	
Voter's Name:	***************************************		ate of Birth:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
A. CHANGE OF ADDRESS:	THAVE CHANGED	MY ADDRES	S OF RESID	ENCE AND MOVED	
FROM: ADDRESS AND I CURRENTLY RESIDE	erry AT:	COUNTY	STATE	ZIP CODE	
TO:	CITY	COUNTY	STATE	ZIP CODE	
If my new address is in the					
If my new address is in anot Please cancel my registratio			wish to vote	here one last time.	
	n in Philadelphia Coun	ty.			
Please cancel my registratio B. NO CHANGE OF ADDRE	n in Philadelphia Coun	ty.			
Please cancel my registratio B. NO CHANGE OF ADDRE AT: ADDRESS AND 1 WISH TO REMAIN RE	n in Philadelphia Coun SS: 1 HAVE NOT CH/	ANGED MY A	DDRESS, A	S 1 STILL RESIDE	
Please cancel my registratio B. NO CHANGE OF ADDRE AT: ADDRESS	n in Philadelphia Coun SS: 1 HAVE NOT CH/	ANGED MY A COUNTY IN THIS DIS	DDRESS, AS	ZIF CODE	
Please cancel my registration B. NO CHANGE OF ADDRE AT: AUDRESS AND 1 WISH TO REMAIN RH C. AFFIRMATION I hereby swear or affirm best of my knowledge under th	n in Philadelphia Coun SS: 1 HAVE NOT CH/	ANGED MY A COUNTY IN THIS DIS	DDRESS, AS	ZIF CODE	
Please cancel my registration B. NO CHANGE OF ADDRE AT: AUDRESS AND 1 WISH TO REMAIN RH C. AFFIRMATION I hereby swear or affirm best of my knowledge under th	n in Philadelphia Counces SS: I HAVE NOT CHA CTV CTV CTV GISTERED TO VOTE In that the information that the information acture of Voter	OUNTY COUNTY E IN THIS DIS that appears	DDRESS, A. SLEIL STRICT. above is true	STILL RESIDE 29 CODE and correct to the	
Please cancel my registratio B. NO CHANGE OF ADDRE AT: ATOMESS AND I WISH TO REMAIN RI C. AFFIRMATION I hereby swear or affirm best of my knowledge under th Sig On the above dule, the to be true and correct.	n in Philadelphia Counces SS: I HAVE NOT CHA CTV CTV CTV GISTERED TO VOTE In that the information that the information acture of Voter	OUNTY COUNTY E IN THIS DIS that appears	DDRESS, A. SLEIL STRICT. above is true	STILL RESIDE 29 CODE and correct to the	
Please cancel my registratio B. NO CHANGE OF ADDRE AT: ATOMESS AND I WISH TO REMAIN RI C. AFFIRMATION I hereby swear or affirm best of my knowledge under th Sig On the above dule, the to be true and correct.	n in Philadelphia Coun SS: 1 HAVE NOT CH/ GISTERED TO VOTE In that the information the penalty of perjury. The penalty of perjury of the penalty of perjury. The penalty of the penalty	ANGED MY A COUNTY E IN THIS DIS that appears and affirmed	DDRESS, A: STRICT. above is true	S I STILL RESIDE OF CORE and correct to the Date fon contained berein	

Closing the Polls

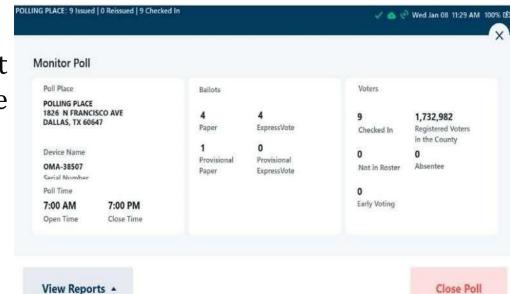
Closing the Polls

- All polls <u>MUST</u> stay open until 8:00 PM
 - Have an Election Board member stand at the end of the line at 8:00 PM
 - Close all ExpressVote XLs
 - Sign the Affidavit for Identification Requirements
 - Located in the Judge's Purple Folder
- Sign the payroll sheet
 - Payrolls <u>MUST NOT</u> be filled out until close of Election
 - Please refer to pages 52-61 in the Election Guide book, for additional information on closing the polls.

Closing the ExpressPoll

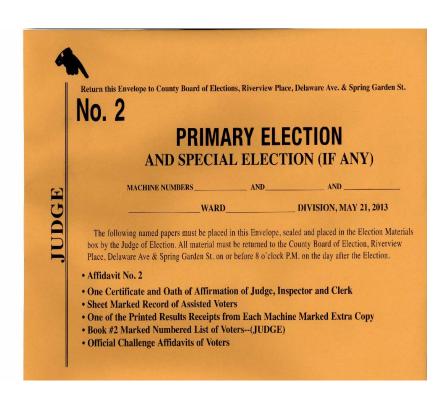
- When it is time for the polls to close after all voters have signed in, touch <u>Monitor Poll</u> from the main screen.
- To close the poll, touch the red <u>Close Poll</u> button in the bottom right corner of the screen.
- A prompt will appear providing the option to sign out. If you select <u>Yes</u>, you will be signed out of the system when you close the poll.
- After returning to the Launch screen, touch <u>Shut Down</u> to power the tablet off. Confirm shutdown by touching <u>Yes</u>.

- To get the final numbers and voter's list before shutting down, touch the View Reports tab.
- Wrap up the power cord and return the ExpresPolls to their carrying case.



#2 Envelope

- Goes inside the Election Materials Box
- Contains:
 - A copy of the completed Oath of Officers
 - A copy of the signed voting system tape
 - Record of Assisted Voters
 - # 2 Yellow book



#4 Envelope

- Given to the MinorityInspector
 - Must be retained for one year

Contains:

- A copy of the completed Oath of Officers
- A copy of the signed voting system tape
- # 4 Yellow book

GIVE TO MINORITY INSPECTOR

No. 4

PRIMARY ELECTION
AND SPECIAL ELECTION (IF ANY)

MACHINE NUMBERS ______AND ____AND _____
WARD _____DIVISION, MAY 21, 2013

The following named papers must be placed in this Envelope. Sealed and Retained by the Minority Inspector until called upon to produce the same by the County Board of Elections:

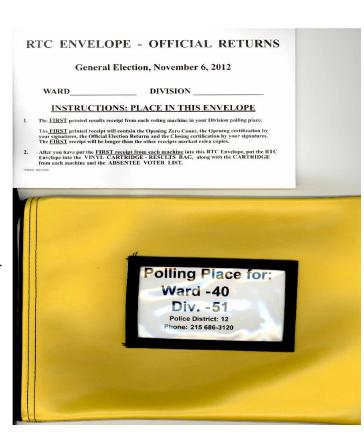
Certificate and Oath of Affirmation of Judge, Inspector and Clerk
ONE OF THE PRINTED RESULTS RECEIPTS FROM EACH MACHINE
Book #4 Marked Numbered List of Voters--(MINORITY INSPECTOR)
To be retained for at least ONE YEAR by Minority Inspector unless notified otherwise by this office.

Note: Judge of Election does not take any materials home from the #2 or #4 envelopes

Vinyl Bag

Contains:

- USB stick will be collected from ALL ExpressVote XLs (Opened and Unopened)
- The zero-count tape from the beginning of the day and the last copy of the election results which will contain any write-in votes from each machine
- City-issued Cell Phone
- VOTING SYSTEM KEY
- Mail-in and Absentee voters lists (if any)



Electronic Poll Book Case

Contains:

- Both ExpressPolls
- Both ExpressPoll charging cords
- Goes with the Police Officer along with the Vinyl Bag and Hopper Bag



The Hopper Bag

 Secure ballot hopper (from each machine which contains the official voted ballots)

Provisional Voting Envelope C

Spoiled Ballot Envelope (if any)

Surrendered/Spoiled Mail-in or Absentee balloting materials

Seal Card(All seal numbers must be recorded)

Post Outside the Polling Place

- Post outside the closed Polling Place a signed copy of the Voting Machine tape
- Results tape should be visible to anyone coming after the polls close

Election Materials Box

- All remaining materials should be placed inside the election material box, including the payroll sheet
- Please note- (Continue to Fill out the paper payroll sheet, the paper record is the official record)
- Judge of Election should retain pink copy of the payroll sheet for records
- Ensure all board workers completed & signed payroll sheet

Anyone who does not sign the payroll sheet will not be paid

Any questions or discrepancies, please call 215-686-1590

	FALL OTHER MEMBERS OF THIS BOARD WERE PRESENT AND WORKED A FULL DAY. ILURE TO FILL OUT THIS FORM PROPERLY WILL RESULT IN YOUR CHECKS BEING DELAYED.					OFF	ELECTION DAY PAYRO		November 6, 2012	OFFICE USE ON			SE ONLY
F	VILURE TO F	LL OUT THIS I	FORM PROPERL	Y WILL RESULT IN YOUR CHE	CKS BEING DELAYED			2000-20		s.c.	SALARY	SEWN	AR TOTAL
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	SIGNATURE			SOCIAL SECURITY NO.	//		APT#	STATE	ZIP CODE				

After the Election

- Wait for the police officer
- Give him/her the Vinyl bag, ExpressPoll case, and Hopper bag
- Bring the Election materials box to
 520 N. Delaware Ave.
- By 2:00 AM the following day



Election Results

- For unofficial real-time election night results, https://vote.phila.gov/results/
 - For certified results and other voting information, visit For results by county or statewide (including past elections), visit

https://electionreturns.pa.gov/